



Title: Title 1, Payroll/Personnel Manual
Chapter: Chapter 2, Table Management System (TMGT)
Bulletin: TMGT 08–1, Procedural Change In Requesting TMGT Updates
Date: June 16, 2008
To: Holders of Payroll/Personnel Manual

This bulletin revises and standardizes the process for requesting updates to the Table Management System (TMGT).

Currently, the National Finance Center (NFC) receives TMGT table change requests via several different methods, i.e., written correspondence, faxes and e-mails. In an attempt to ensure proper and timely processing of agency TMGT updates and to standardize the TMGT submission process, NFC has established a new e-mail address, NFC.TMGT@nfc.usda.gov, for the submission of TMGT table change requests.

Effective July 21, 2008, agency offices may begin to submit TMGT requests to this new e-mail address. For an interim period to allow agencies time to transition to the new submission requirement (i.e., that all TMGT change requests must be submitted via e-mail to NFC.TMGT@nfc.usda.gov), NFC will accept TMGT change requests received via written correspondence and faxes **until** August 18, 2008. Any TMGT change request received **after** August 18, 2008, that is not submitted to the NFC.TMGT@nfc.usda.gov e-mail address will be returned unprocessed to the office that submitted the request.

To help eliminate delays in the processing of your TMGT change requests, agencies should follow the procedures described below:

- Ensure that TMGT change requests submitted to NFC are by authorized agency representatives whose names appear on Table 063, Contact Type 03. Any request submitted by an individual not identified on Table 063 will be returned unprocessed to the sender.
- Ensure that requests contain all data necessary for a successful table update, by including a screen print of the relevant table with the applicable data filled in for each table entry required. Many agencies already adhere to this process and do so by capturing the screen, saving it in a word processing format, and adding the variable data to the blank screen(s) captured.
- Ensure that each request includes the applicable department/agency name and the authorized sender's name, e-mail address, and telephone number.

When a request is received in the TMGT mailbox, an automatic e-mail response will be sent to the sender's e-mail address to confirm receipt of the request. NFC processes valid

requests within 5 business days of receipt and TMGT updates apply to the system in a real-time environment (i.e., immediately upon the successful completion of the entry process).

Exception to Submitting TMGT Requests to NFC.TMGT@nfc.usda.gov

There is an exception to submitting TMGT table change requests to NFC.TMGT@nfc.usda.gov. The exception is when a single change request requires 100 or more changes to any one of the four tables identified in Attachment 1. In these cases when a request includes 100 or more changes to a table, the agency must submit the request to NFC.GESDREQUEST@nfc.usda.gov instead of the new TMGT e-mail address. The reason for this exception is that requests of 100 or more changes are processed systemically through a system batch process in lieu of being processed manually by the payroll operations staff. Requests sent to the NFC.GESDREQUEST@nfc.usda.gov e-mail address must adhere to the proper file format (i.e., the required record layout). See Attachment 1 for instructions on obtaining this record layout information.

Note: If agencies are submitting requests for changes to the Payroll/Personnel System that also require updates to TMGT tables, these requests (i.e., requests that combine system change needs with TMGT table updates) must continue to be submitted to the NFC.GESDREQUEST@nfc.usda.gov e-mail address.

Agency Update Access to TMGT

NFC maintains and updates all tables within TMGT; however, agencies can request and be granted access to update some TMGT tables. The specific tables that users may update are: **TM001**, Personnel Office Identifier Name and Address; **TM003**, T&A Contact Point Name and Address; **TM005**, Agency Organizational Structure; **TM022**, Payroll/Personnel Document Report; **TM063**, Department/Agency/Bureau Contact; **TM102**, Pay/Pers Download Table; **TM103**, TMGT Download Table and **TM105**, Earnings Statement Messages. To get TMGT table access, agencies **must** request access to these tables through their agency's NFC security officer.

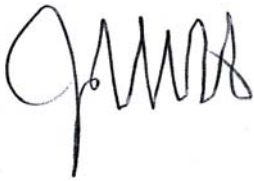
Please note that the NFC.TMGT@nfc.usda.gov mailbox will be staffed by personnel who only maintain TMGT table requests; therefore, requests other than those pertaining to TMGT updates will be returned to the sender for resubmission to the proper entity.

The TMGT procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the Publications link at the top of the page. At the Publications page right-hand menu, click Bulletins by Title/Chapter, then search for TMGT on the list provided.

***EmpowHR* Table Updates**

TMGT changes do not update immediately to *EmpowHR* related tables. Some tables are updated in the *EmpowHR* application with a system batch load that is completed on a weekly basis. All other tables are manually updated by the *EmpowHR* Help Desk. Refer to Attachment 2, which provides detailed information about this process and identifies which *EmpowHR* tables are updated via a system batch load.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about TMGT to the Payroll/Personnel Call Center at **504-255-4630**.



JOHN S. WHITE, Acting Director
Government Employees Services Division

Table Management System

The tables identified below are processed systematically through a system batch process when a request includes 100 or more changes to a table. To review the required file format, double click on the hyperlink located under the applicable table number.

Number Description

003	T&A CONTACT POINT NAME AND ADDRESS
005	AGENCY ORGANIZATIONAL STRUCTURE
029	PAY TABLE RATES
087	TRAVEL PER DIEM RATES

FORMAT FOR BATCH TRANSACTIONS: TABLE 003, T&A CONTACT POINT NAME AND ADDRESS

(1) TABLE-KEY -003:		
POSITION	LENGTH	DESCRIPTION
001-003	(03) (REQUIRED)	TABLE-NUMBER MUST BE 003
004-005	(02) (REQUIRED)	AGENCY-CODE
006-007	(02) (REQUIRED)	CONTACT POINT STATE CODE
008-011	(04) (REQUIRED)	CONTACT POINT CITY CODE
012-013	(02) (REQUIRED)	CONTACT POINT UNIT CODE
014-030	(17)	FILLER - MUST BE SPACES
(2) DATA:		
031-031	(01) (REQUIRED)	TABLE RECORD STATUS MUST BE ZERO
032-036	(05) (REQUIRED)	TABLE ENTRY EFF DATE MUST BE JULIAN YYDDD
037-041	(05) (REQUIRED)	TABLE ENTRY LAST EFF DATE MUST BE JULIAN YYDDD IF SPACES WILL BE FILLED WITH 49365
042-050	(09)	FILLER - MUST BE SPACES
051-070	(20)	CITY NAME
071-072	(02) (REQUIRED)	STATE ABBREVIATION (2 CHARACTER POSTAL DESIGNATION)
073-077	(05) (REQUIRED)	ZIP CODE 5 (MUST BE NUMERIC)
078-081	(04)	ZIP CODE 4
082-082	(01)	FTS INDICATOR MUST BE 8 OR SPACE - IF 8, FTS PHONE NUMBER MUST BE GREATER THAN ZERO
083-092	(10) (REQUIRED)	FTS PHONE NUMBER (AREA-CODE, EXCHANGE, NUMBER - NO DASHES)
093-102	(10) (REQUIRED)	PHONE NUMBER (AREA CODE, EXCHANGE, NUMBER - NO DASHES)
103-137	(35) (REQUIRED)	ADDRESS LINE 1
138-172	(35) (REQUIRED)	ADDRESS LINE 2
173-207	(35)	FILLER - MUST BE SPACES
208-242	(35)	REMARKS 1
243-277	(35)	REMARKS 2
278-279	(02) (REQUIRED)	DEPARTMENT CODE
280-300	(21)	FILLER - MUST BE SPACES
301-301	(01) (REQUIRED)	ACTION CODE - MUST BE A, D, M OR R A= ADD, D= DELETE, M=MODIFY, R = REACTIVATE

FORMAT FOR BATCH TRANSACTIONS: TABLE 005, AGENCY ORGANIZATIONAL STRUCTURE

(1) TABLE-KEY -005:		
POSITION	LENGTH	DESCRIPTION
001-003	(03) (REQUIRED)	TABLE-NUMBER MUST BE 005
004-005	(02) (REQUIRED)	AGENCY-CODE
006-021	(16) (REQUIRED)	ORG-STRUCTURE-CODE
022-031	(10)	FILLER - MUST BE SPACES
(2) DATA:		
032-036	(05) (REQUIRED)	BEGINNING EFF DATE IN RECORD MUST BE JULIAN YYDDD
037-041	(05) (REQUIRED)	ENDING EFF DATE IN RECORD MUST BE JULIAN YYDDD IF SPACES, WILL BE FILLED WITH 49365
042-050	(09)	FILLER - MUST BE SPACES
051-056	(06)	AGENCY -ABBR. (UP TO 6 ALPHA CHARACTERS OR SPACES) (THIS IS FOR EACH RECORD ADDED TO THE FILE) (IF ORG-STRUCTURE-CODE IN COLS 06-21 IS ALL ZEROS THAN ENTER AGENCY - ABBR (UP TO SIX CHARACTERS) ELSE IF ORG-STRUCTURE -CODE IN COLS 06-21 IS GREATER THAN ZEROS THAN AGENCY-ABBR FIELD MUST BE SPACES.
057-086	(30) (REQUIRED)	ORG-STRUCTURE-SHORT-NAME.
087-161	(75) (REQUIRED)	ORG-STRUCTURE-NAME-1
162-236	(75) (OPTIONAL)	ORG-STRUCTURE-NAME-2
237-238	(02)	FILLER - MUST BE SPACES
239-239	(01) (OPTIONAL)	EMPLOYEE-EXPRESS INDICATOR
240-240	(01)	CPAS INDICATOR - DEFAULT IS "N", "Y" IF THE AGENCY HAS BEEN CERTIFIED (CERTIFIED PERFORMANCE APPRAISAL SYSTEM)
241-300	(60)	FILLER - MUST BE SPACES
301-301	(01) (REQUIRED)	ACTION CODE - MUST BE A, D, M OR R A= ADD, D= DELETE, M=MODIFY, R = REACTIVATE

FORMAT FOR BATCH TRANSACTIONS: TABLE 029, PAY TABLE RATES

(1) TABLE–KEY –029:		
POSITION	LENGTH	DESCRIPTION
001–003	(03) (REQUIRED)	TABLE–NUMBER MUST BE 029
004–007	(04) (REQUIRED)	PAY–AREA
008–009	(02) (REQUIRED)	PAY–PLAN
010–011	(02) (REQUIRED)	PAY–GRADE
012–030	(19)	FILLER – MUST BE SPACES
(2) DATA :		
031–031	(01) (REQUIRED)	TABLE RECORD STATUS MUST BE ZERO
032–036	(05) (REQUIRED)	TABLE ENTRY EFF DATE MUST BE JULIAN YYDDD (THE BEGINNING EFFECTIVE DATE IS USUALLY THE BEGINNING OF A PAY PERIOD)
037–041	(05) (REQUIRED)	TABLE ENTRY END EFF DATE MUST BE JULIAN YYDDD (THE ENDING EFFECTIVE DATE SHOULD BE 49365)
042–050	(09)	FILLER – MUST BE SPACES
051–290	(240) (REQUIRED)	<p>PAY–AMOUNTS OCCURS 20 TIMES (EACH OCCURANCE IS A STEP) (EXAMPLE: ANNUAL SALARY–NO HOURLY RATE = 055321000000 OR HOURLY RATE–NO ANNUAL SALARY = 000000002475)</p> <p>THE CHARACTER “V” IN THE AMOUNT IS AN ASSUMED DECIMAL POINT</p> <p>ANNUAL PAY 999999V99 (RIGHT JUSTIFY ZERO FILL) FILLED IN ANNUAL SALARY WILL CALCULATE HOURLY RATE AND THE HOURLY RATE MUST BE FILLED IN WITH ZEROS</p> <p>HOURLY RATE 99V99 (RIGHT JUSTIFY ZERO FILL) FILLED IN HOURLY RATE WILL CALCULATE ANNUAL PAY AND THE ANNUAL PAY MUST BE FILLED IN WITH ZEROS</p>
291–300	(10)	FILLER – MUST BE SPACES
301–301	(01) (REQUIRED)	<p>ACTION CODE – MUST BE A, D, M OR R</p> <p>A= ADD, D= DELETE, M=MODIFY, R = REACTIVATE</p>

FORMAT FOR BATCH TRANSACTIONS: TABLE 087, TRAVEL PER DIEM RATES

(1) TABLE–KEY –087:		
POSITION	LENGTH	DESCRIPTION
001–003	(03) (REQUIRED)	TABLE–NUMBER MUST BE 087
004–023	(20) (REQUIRED)	CITY–TOWN
024–025	(02) (REQUIRED)	STATE
026–027	(02) (OPTIONAL)	AGENCY–CODE
028–030	(03)	FILLER – MUST BE SPACES
(2) DATA:		
031–031	(01) (REQUIRED)	TABLE RECORD STATUS MUST BE ZERO
032–036	(05) (REQUIRED)	TABLE ENTRY BEGIN EFF DATE (YYDDD) JULIAN DATE
037–041	(05) (REQUIRED)	TABLE ENTRY END EFF DATE (YYDDD) JULIAN DATE
042–050	(09) (REQUIRED)	FILLER – MUST BE SPACES
051–057	(07) (REQUIRED)	SEASONAL LODGING RATE 1 (99999V99)
058–064	(07) (REQUIRED)	SEASONAL MEAL RATE 1 (99999V99)
065–071	(07) (REQUIRED)	SEASONAL RATE 1 (99999V99)
072–075	(04) (REQUIRED)	DATE–FROM SEASONAL RATE 1 (MMDD)
076–079	(04) (REQUIRED)	DATE–THRU SEASONAL RATE 1 (MMDD)
080–086	(07) (OPTIONAL)	SEASONAL LODGING RATE 2 (99999V99)
087–093	(07) (OPTIONAL)	SEASONAL MEAL RATE 2 (99999V99)
094–100	(07) (OPTIONAL)	SEASONAL RATE 2 (99999V99)
101–104	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 2 (MMDD)
105–108	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 2 (MMDD)
109–115	(07) (OPTIONAL)	SEASONAL LODGING RATE 3 (99999V99)
116–122	(07) (OPTIONAL)	SEASONAL MEAL RATE 3 (99999V99)
123–129	(07) (OPTIONAL)	SEASONAL RATE 3 (99999V99)
130–133	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 3 (MMDD)
134–137	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 3 (MMDD)
138–144	(07) (OPTIONAL)	SEASONAL LODGING RATE 4 (99999V99)
145–151	(07) (OPTIONAL)	SEASONAL MEAL RATE 4 (99999V99)
152–158	(07) (OPTIONAL)	SEASONAL RATE 4 (99999V99)
159–162	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 4 (MMDD)

**FORMAT FOR BATCH TRANSACTIONS: TABLE 087, TRAVEL PER
DIEM RATES (continued)**

(2) DATA:		
POSITION	LENGTH	DESCRIPTION
163–166	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 4 (MMDD)
167–173	(07) (OPTIONAL)	SEASONAL LODGING RATE 5 (99999V99)
174–180	(07) (OPTIONAL)	SEASONAL MEAL RATE 5 (99999V99)
181–187	(07) (OPTIONAL)	SEASONAL RATE 5 (99999V99)
188–191	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 5 (MMDD)
192–195	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 5 (MMDD)
196–202	(07) (OPTIONAL)	SEASONAL LODGING RATE 6 (99999V99)
203–209	(07) (OPTIONAL)	SEASONAL MEAL RATE 6 (99999V99)
210–216	(07) (OPTIONAL)	SEASONAL RATE 6 (99999V99)
217–220	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 6 (MMDD)
221–224	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 6 (MMDD)
225–231	(07) (OPTIONAL)	SEASONAL LODGING RATE 7 (99999V99)
232–238	(07) (OPTIONAL)	SEASONAL MEAL RATE 7 (99999V99)
239–245	(07) (OPTIONAL)	SEASONAL RATE 7 (99999V99)
246–249	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 7 (MMDD)
250–253	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 7 (MMDD)
254–260	(07) (OPTIONAL)	SEASONAL LODGING RATE 8 (99999V99)
261–267	(07) (OPTIONAL)	SEASONAL MEAL RATE 8 (99999V99)
268–274	(07) (OPTIONAL)	SEASONAL RATE 8 (99999V99)
275–278	(04) (OPTIONAL)	DATE–FROM SEASONAL RATE 8 (MMDD)
279–282	(04) (OPTIONAL)	DATE–THRU SEASONAL RATE 8 (MMDD)
283–300	(18) (REQUIRED)	FILLER– MUST BE SPACES
301–301	(01) (REQUIRED)	ACTION CODE – MUST BE A, D, M OR R A= ADD, D= DELETE, M=MODIFY, R = REACTIVATE

EmpowHR

All *EmpowHR* table update requests must be submitted to the newly established e-mail address, NFC.TMGT@nfc.usda.gov. The receipt of an *EmpowHR* request by a method other than the official e-mail address or from a user that has not identified as an authorized agency representative on TMGT Table 63, will be returned to the requestor. To aid in the verification of authorized users and in case we need to contact you regarding your request, please ensure that each request includes your department/agency name, your name, e-mail address and phone number.

If you have user access to update TMGT, please review the *EmpowHR* table guide, [EmpowHR TBL](#) to determine if any more action on your behalf is required. This guide identifies which tables are updated in the weekly Sunday night process to *EmpowHR*. If you have updated one of these tables, no further action is needed. If you have updated any tables that are **not** identified in this chart, please forward that information to the *EmpowHR* Help Desk at nfcempowhr@nfc.usda.gov. This is a critical process that must be completed since tables that are not automatically loaded into the *EmpowHR* application are processed manually by the *EmpowHR* Help Desk staff members.

The requests that are sent to the [nfcempowhr](mailto:nfcempowhr@nfc.usda.gov) e-mail address are compiled daily in the order received and the sender will be notified by e-mail from the *EmpowHR* Help Desk when the update has been completed within the *EmpowHR* application.

If the request requires more than 50 changes to Table 005, Organizational Structure Levels/Tree Manager, please submit the request on an excel spreadsheet since this information is loaded into the application via programmer intervention. The spreadsheet should be attached to the NFC.TMGT@nfc.usda.gov e-mail request and must contain the following information: entire organizational structure code and the effective dates. NOTE: This information must match the data that is currently displayed in TMGT 005 in order to be successfully updated in the *EmpowHR* application. Once the spreadsheet information has been loaded into the *EmpowHR* application, the agency representative will be notified by e-mail.

***EMPOWHR* TABLES UPDATED IN THE WEEKLY SUNDAY NIGHT PROCESS**

TMGT TABLE NUMBER	TMGT TABLE NAME	<i>EMPOWHR</i> RELATED TABLE
001	PERSONNEL OFFICE ID	PERSONNEL OFFICE ID
002	ACCOUNTING STATION CODES	ACCOUNTING STATION CODES
010	UNION AND ASSOCIATION CODE ADDRESS	UNION TABLE
029	PAY TABLE RATES	LOCALITY TABLE
061	NATURE OF ACTION CONVERSION	NOA/LEGAL AUTHORITY 1 TABLE
062	3 DIGIT NATURE OF ACTIONS	NOA TABLE
074	OFFICIAL POSITION TITLE	OFFICIAL POSITION TITLES
076	WORKING POSITION TITLE	ORGANIZATION POSITION TITLE USF
091	OPM NOA LEGAL AUTHORITIES	LEGAL AUTHORITY TABLE
098	SALARY RANGES	SALARY LIMITS
106	FINANCIAL ORGANIZATION EFT ROUTING NUMBER FIELD	BANK TABLE